

CENTRE FOR PREHOSPITAL CARE PROCEDURE

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SUBJECT: COMPETENCY ASSESSMENT ACADEMIC PARAMEDIC PRACTICE		
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Approval: Corey Petrie, Interim Chair, HSN CPC Council Committee 	Date: February 18, 2026

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**** Academic competency assessments may not always be possible****

PURPOSE:

To define the process that HSN CPC utilizes for competency assessments leading to academic certification.

POLICY STATEMENT

HSN CPC will assess each candidate's competency for academic paramedic practice through a seven (7) station simulation process using the Global Rating Scale for the Assessment of Paramedics.

PROCEDURE

The prerequisites to qualify for an academic certification assessment include the following:

- The candidate must be enrolled in a recognized Primary or Advanced Care Paramedic program at an Ontario academic institution (EMS College);
- The EMS College must submit an HSN CPC Request for Certification Form no later than one (1) week prior to the proposed certification date;
- Requests submitted fewer than one (1) week in advance, including requests submitted during the week of the scheduled certification, will not be accommodated and will result in the candidate being deferred to the next available Global Rating Scale (GRS) assessment date;
- The candidate must be in good standing with the EMS College and not undergoing an appeal process.

Method

1. For the purpose of Academic Certification, the CPC shall assess eligible students put forth by a recognized EMS College as per this policy and as defined in local partnership agreements where

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applicable. Students seeking Academic Certification must attend a certification session no later than fourteen (14) calendar days into their preceptorship. Beyond this deadline, no certification requests will be considered.

2. Students seeking academic certification must complete the assigned online learning modules available on the Paramedic Portal of Ontario (www.paramedicportalontario.ca) as well as any additional orientation and training required prior to attending an assessment event.
3. Assessment events will be deployed utilizing one (1) of the three (3) models based on logistical and human resource requirements:
 - a. **Hosted by HSN CPC**
 - b. **Collaboration with a recognized Ontario Academic Institution (EMS College)**
 - c. **Collaboration with other Base Hospital(s)**
4. Each student will undergo seven (7) standardized simulations involving actual, authentic and complete clinical cases (*i.e.: not isolated, decontextualized skill stations*) using standardized patients (*live actors*) whenever possible. Each encounter will be evaluated by a Global Rating Scale (GRS) trained rater of the Base Hospital Program or designate. Stations may be recorded and will represent authentic patient care situations including appropriate equipment to support and promote the highest degree of validity. Appropriate levels of fidelity simulation will be utilized during the event.
5. Simulations will have a time limit of twenty (20) minutes per station for Primary Care Paramedic students and twenty-five (25) minutes per station for Advanced Care Paramedic students.
 - a) For PCP students: Within the twenty (20) minute timeframe, twelve (12) minutes will be dedicated to the assessment itself, with the remaining eight (8) minutes to permit raters to complete their documentation, reset their respective stations and to permit the students to move to the next station.
 - b) For ACP students: Within the twenty-five (25) minute timeframe, fifteen (15) minutes will be dedicated to the assessment itself, with the remaining ten (10) minutes to permit raters to complete their documentation, reset their respective stations and to permit the students to move to the next station.
6. Success will be achieved by obtaining a score of 4.1 or greater on each Global Rating Scale (GRS) domain.
7. Both the paramedic students and the EMS College will be advised in writing within three (3) business days regarding the results of each certification attempt.
 - a) A student who is unsuccessful in his/her academic certification attempt will be not be eligible for retesting. A written request by the EMS College is required in order to schedule a meeting with a CPC staff member or delegate to review their performance and identify opportunities for improvement and/or strengthening. Detailed notes involving the events scenarios will not be made available to the student and remediation opportunities are the sole responsibility of the student and not that of the Centre for Prehospital Care.

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SPECIFIC TO ACADEMIC CERTIFICATIONS

1. The EMS College and student will be responsible to ensure that the service operator is notified and is amenable to Academically Certified students performing skills as per the Advanced Life Support Patient Care Standards (ALS PCS) Core Medical Directives. It is the EMS College's responsibility to provide the HSN CPC with a list of approved preceptors that the students will be placed with during preceptorship.
2. Academic Certifications will be valid for a period of 180 days from the date of testing unless a student scores ≥ 3.0 but < 4.1 in one (1) or more domains. This student will only have a valid academic certification for a period of 120 days and will require base hospital retesting if offered employment by a Northeast EMS service.
3. Academic Certification will not be granted to any students who scores less than 3.0 in one (1) or more domains of the GRS evaluation.
4. Chart audits will be managed as per the current HSN CPC audit process and identified variances in patient care will be communicated to the students' preceptor via the Ambulance Call Evaluation (ACE) platform. Any skill or delegated medical act deficiencies identified through the audit process will be remediated solely at the discretion of the Regional Medical Director or designate and will be the responsibility of the HSN CPC.
5. Student preceptorship must begin within 60 days of completing certification. The Paramedic student will not be considered academically certified if the preceptorship begins more than 60 days after the initial certification event.
6. If the student is not able to complete his/her preceptorship due to any circumstances (illness, leave, conflicts, behaviour issues, etc.), the student and/or EMS College must notify the HSN CPC in writing within three (3) business days. The Academic Certification will then be rescinded and arrangements for reintegration will be at the discretion of the HSN CPC and reviewed on a case-by-case basis with involvement of all stakeholders.
7. Fee for Service
 - a. PCP certification: \$450
 - b. ACP certification: \$600

Payment in the form of a certified cheque or bank draft must be submitted before or on the day of the scheduled certification session and made out to "Health Sciences North Centre for Prehospital Care" or "HSN CPC" (no other form of payment will be accepted). Students whose payment is not received just prior to the start of the certification session will not be able to proceed through certification.

There is no charge for PCPs who are currently certified within the HSN CPC when upgrading to the ACP scope of practice.

APPEAL PROCESS

A student may appeal their results by submitting a written request to the host Base Hospital. This submission must be made and received within five (5) business days of the student receiving their results and must clearly outline the reasons for the appeal. A student may submit an appeal based on one or both of the following:

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a) In the opinion of the student, due process was not followed by the Base Hospital facilitators,

OR

b) New information has become available which may have a bearing on the certification decision.

Appeal decisions are considered final and will be communicated in writing within five (5) business days to the student and EMS College upon the review and decision from a Medical Director or delegate.

References and Related Documents

- Regional Base Hospital Performance Agreement, 2009
- Emergency Health Services Branch, Ministry of Health and Long Term Care Advanced Life Support Patient Care Standards v 5.3